

Chapter 3 – Health Unit (REDACTED)

3.1 Applicability

This manual is applicable to: (1) all Ames Employees; and (2) all persons and entities who agree in writing to comply with this manual.

3.2 General

The primary function of the Ames Health Unit is to provide initial emergency medical care and response for Federal personnel, contractor personnel, and visitors who become ill or who are injured at Ames facilities. The secondary function is to provide comprehensive occupational health surveillance, injury management, health promotion, and coordinated occupational health consultation. Occupational health surveillance programs include:

- HazMat physicals
- Primate and animal handler exams
- Hearing conservation
- Physicals/exams for employees who work with chemical or hazardous materials
- Respirator exams
- Laser eye exams

Occupational health programs include: food services employee exams, safety glasses, respirator exams, Federal Aviation Administration (FAA) first-, second-, and third- class exams, travel immunization/consultation, ergonomic referrals to the Safety Office for work site or job analysis, soldering eye exams, laser eye exams, government vehicle exams, and DMV/forklift clearance exams.

The Ames Health Unit also provides comprehensive health services and medical evaluations for Ames Federal employees, comprehensive injury management evaluations, as well as general treatment and follow-up for civil servants and contractors.

Additional services provided include operation of the Ames Fitness Center. The Ames Health Unit provides, at the patient's option, initial onsite interface and referrals for the Employee Assistance Program (EAP). Employees may also self-refer to the EAP. See section 3.12 for additional information on the EAP.

3.3 Emergency Care and Response

In cases of serious injury, dial 9-1-1 to obtain emergency services. In typical emergencies, the emergency room at El Camino Hospital, or another nearby hospital, is used in support of the Ames Health Unit. During working hours (See section 3.13, Telephone Numbers and Locations), the Health Unit physician and/or occupational health nurse will respond to 9-1-1 calls, as directed by the Ames dispatch operator. (See Chapter 4: Mishap Reporting & Investigating, for additional information on 9-1-1 reporting and response.)

3.3.1 Outside Medical Treatment

Except in emergencies, you must report any work-related injuries and/or illnesses to notify your supervisor and to the Ames Health Unit. If you become aware of a work-related injury and/or illness during off-duty hours, you must notify your supervisor and the Ames Health Unit by at least the next business day after you become aware of your injury. Unless determined by the

Health Unit physician that you should not return to work, you are expected to report to the Health Unit the next business day.

If you are injured or suffer from a work-related illness while on work status away from Ames, go to a physician or hospital for medical treatment. Report accidents in accordance with Chapter 4: Mishap Reporting & Investigating. Ask the physician for the earliest date that you can return-to-work, and report this information to your supervisor with written return to work clearance from the treating physician. In overseas areas where medical facilities are not available, NASA employees and contractors should use the SOS international program for medical care if needed while on official travel. The SOS travel card and information should be procured from the Ames Health Unit prior to overseas travel. The program is available to contractors and civil servants on official travel with NASA. Receipts for all expenses incurred and a medical report from the physician detailing the nature of the injury should be obtained if you are treated and released for an injury or illness while on travel.

If you are an Ames Federal employee and are hospitalized, request Ames to send a CA-16. This form authorizes use of the private physician and hospitalization. Contractor personnel should contact their supervisor for additional information.

3.4 Follow-Up To Emergency Care

As soon as the injured employee is under treatment, the supervisor of the injured employee should complete the unshaded portion of NASA Form 1627 (NASA Mishap Report) and submit it in accordance with the provision of Chapter 4 of this manual.

For Ames Federal employees, the supervisor assists employees if they wish to file a CA-1, which is provided by the Ames Health Unit.

3.5 Medical Disposition

For injuries or illnesses that occur at Ames facilities, personnel will be initially treated by the Ames Health Unit if allowed by the employee. Ames Health Unit personnel will complete an ARC Form 215 (Record of Medical Disposition). This form documents authorization for lost time, medical authorization to return to work, and any medical work limitations.

For nonoccupational illnesses (personal illnesses) that develop at work, personnel must notify their supervisor. The supervisor may send the sick employee home, or have him/her report to the Ames Health Unit. Ames Health Unit personnel will complete an ARC Form 215. If appropriate, Ames Health Unit personnel may send the individual home and notify the supervisor. After a work-related accident or illness, or after being away from work for more than five days on sick leave, all civil servant personnel must report to the Ames Health Unit before returning to work. Ames Health Unit personnel will complete an ARC Form 215.

If an Ames Federal employee's supervisor is concerned about fitness for duty or adverse work effects, the supervisor can request in writing that the Ames Health Unit perform an examination and provide recommendations for remedial measures. See AHB 3600.1, "Pay and Leave Handbook."

3.6 Safety Glasses Program

Personnel who work in areas where there is a potential for eye injuries due to chemicals, flying objects, dust, etc. such as metal shops, machine shops, aircraft hangars, wind tunnels, etc. are required to use American National Standards Institute (ANSI)-approved eyewear to protect them from eye injuries. Personnel who require ANSI-approved safety glasses must fill out an ARC Form 169 and have it authorized by their supervisor to obtain necessary prescription safety glasses for routine use.

3.7 Asbestos Program

Personnel with asbestos concerns should contact the Safety Office. The Asbestos Monitoring Program adheres to Federal Regulations, 29 CFR 1910.1001.

3.8 Hearing Conservation Program

Personnel who are exposed to noise at high levels as specified in Chapter 29: Hearing Conservation Program, are required to have appropriate ear protection, education, and medical monitoring, by participation in the Hearing Conservation Program. Refer to Chapter 29 of this manual for additional guidance and policy on noise and hearing protection. Each employee in the Hearing Conservation Program is required to report annually to the Ames Health Unit for an audiogram.

3.9 Medical Exams for Health and Safety Certification

Personnel who perform various special operations such as heavy equipment operation, aircraft operation, rescue operations, respirator use, explosives use, centrifuge operation, etc. need to have medical authorization to receive certification for these operations. The Ames Health Unit provides authorization and medical examination for the specific occupational hazard in accordance with Safety and Health Administration (OSHA) or FAA regulations. See NPG 8715.3 for additional information.

3.10 General Health Maintenance

The Ames Health Unit provides comprehensive health-maintenance, multiphasic exams for Ames Federal employees. Periodic exams are determined by age, and general medical clinic services are available on an appointment basis. Appointment notices are sent out before the employee's birthdate. See section 3.13, Telephone Numbers and Locations, for appropriate telephone numbers.

3.11 Workers Compensation for Ames Federal Employees

Ames Federal employees' medical expenses associated with work-related injuries and illnesses are covered under a program administered by the Department of Labor, Office of Workers Compensation Program (OWCP).

Until OWCP approves treatment, sick leave, annual leave, or leave without pay must be used to cover work absences. Accordingly, forms for disability and compensation must be submitted in a timely manner.

The principal forms for disability and compensation are the CA-1, CA-2 (Notice of Occupational Disease and Claim for Compensation), and CA-16. These forms can be obtained from the Ames Health Unit.

All medical bills associated with Ames Federal employee work-related injuries and illnesses must be sent to the Human Resources Division (Code JH) for forwarding to OWCP.

For treatment of occupational injuries and illnesses, use of outside medical services by Ames Federal employees should be authorized by the Ames Health Unit. If a verbal authorization for treatment is given, a CA-16 must be issued within 40 hours. If the employee fails to obtain approval for outside medical treatment(s), the employee could be responsible for the bill.

3.12 Employee Assistance Program (EAP)

The objective of an EAP is to help civil service employees and their dependents resolve work-related and personal problems in an effective and appropriate manner. The EAP provides short-term counseling, assessments, and referrals to appropriate professional and community resources.

All personnel who need help in matters such as: working conditions; emotional, financial, or psychological stresses; family problems; alcohol or drug abuse; etc., are strongly encouraged to contact the Ames Health Unit, or the current EAP provider. Personnel may also call the EAP administrator, or the appropriate professionals for assistance. See section 3.13 for EAP phone numbers.

Ames has established an EAP for Federal employees. The Ames Health Unit can refer interested personnel to appropriate resources in accordance with the provisions of this program.

3.12.1 Provisions of the EAP for Ames Federal Employees Include:

A confidential appointment is arranged for diagnosis and/or referral when requested by an Ames Federal employee.

Privacy is ensured by the EAP provider. Further, records are not available to the Government, except at the request and written consent of the employee. This level of confidentiality is required by both Federal and State laws and is strictly monitored and enforced.

When an assessment is made and the problem can be resolved within five visits, there is no referral. The counseling is done at the EAP facility with no cost to the employee. If further visits are required, referrals are made considering personal, financial, and insurance capability and availability of community services. Employees also have the option of continuing counseling (up to 20 sessions) at a reduced rate.

Supervisory personnel are encouraged to make informal and formal referrals for employees who have problems that affect job productivity. Formal referrals are not limited to the five free sessions.

3.13 Telephone Numbers and Locations

Health Unit, Industrial Hygiene, Fitness Center, and Employee Assistance Program (EAP)		
Ames Health Unit	REDACTED	
Industrial Hygiene Services	REDACTED	
Ames Fitness Center	REDACTED	
Employee Assistance Program (EAP)	REDACTED	
NASA EAP Administrator	REDACTED	

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